

## **ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative position, the primary duties of which are assisting the Fire Chief in research and planning for departmental business functions. The Administrative Assistant to the Fire Chief functions as the administrative liaison with other departmental divisions and public agencies, and exercises supervision over clerical support staff. The employee of this class has the authority to work independently in most areas, and performs duties with only general instructions. The incumbent of this class reports to and has work reviewed by the Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Participates in research and planning for programs and activities of the department. Reviews and recommends management policies, goals and objectives for consideration by the Fire Chief.

Attends meetings as required and gives reports, offers advice, makes recommendations and keeps informed on local trends that may affect the fire service. Represents the Fire Chief at Metropolitan Council and Committee meetings, and other meetings as directed by the Fire Chief. Coordinates fire department conferences and other projects as directed by the Fire Chief.

Studies new laws, regulations, ordinances, and court rulings relating to fire department operations in order to incorporate such into the operations of the department. Keeps informed on modern firefighting and administrative methods, and monitors any local conditions which the department may be called upon to respond.

Supervises clerical support staff. Reads graphs, charts, manuals, records, and related documents, and compiles and analyzes data needed for reports. Writes narrative reports as needed.

Answers questions for the public about the operation of the fire department or any related areas of emergency services. Informs the public about fire department work by means of talks or demonstrations.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the appointing authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must be at least eighteen (18) years of age.

Must possess a valid driver's license.

**-EITHER-**

Must have a bachelor's degree in business administration or a related field from an accredited four (4) year college or university, and a minimum of three (3) years experience with a full-time, paid fire department.

**-OR-**

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate, **and** a minimum of eight (8) years supervisory or administrative experience with a full-time, paid fire department.

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